

## **PASSPORTS AND VISA'S**

Below is the Step- by- Step procedures to process the Passport application online. Once the application has been completed for each applicant, it must be printed out and brought to the Passport office unsigned. Please read Passport instructions below for applying for a No Fee Passport, Official or Diplomatic Passport, or for Out of State dependents applying for a No Fee Passport.

### **APPLICATION PROCEDURES FOR FORT SILL OCTOBER 2010**

- **ELECTRONIC ONLINE NO-FEE FAMILY MEMBER, OFFICIAL OR DIPLOMATIC PASSPORT**  
FOR FURTHER INFORMATION PLEASE CALL THE FAMILY TRAVEL OFFICE AT (580) 442-4853/5410
- **BEFORE COMING TO THE PASSENGER TRAVEL PASSPORT OFFICE LOCATED IN BLDG 4700, SUITE 107E,  
PLEASE READ AND FOLLOW THE PROCEDURES FOR APPLYING FOR A NO-FEE OR  
OFFICIALPASSPORT BELOW:**

**STEP 1:** Go to <https://pptform.state.gov/> [Be sure to add the "s" at the end of the http]

**STEP 2:** Check the Privacy Statement box. Then click "Submit"

**STEP 3:** Hit the "submit" button for "Apply Online"

**STEP 4:** Fill in the required information for "each" passport applicant. When you come to the section marked: "WHERE SHOULD PASSPORT BE MAILED TO", *Please enter the following address, do not put your home address where you are currently living at if you are filling out for the Military No Fee. The next step will ask you to put in your home address or permanent address.*

**STREET: 4700 MOW WAY ROAD  
APT/SUITE: SUITE 107 E  
CITY: FORT SILL  
STATE: OK  
ZIP: 73503  
IN CARE OF: DOL TRANSPORTATION OFFICE**

**STEP 5:** Check the box "Not Your Permanent Address". This will open up another box to enter in the current home address.

**STEP 6:** When you come to the page that asks about previous passports, please answer the questions carefully.

- A- If you answer "Yes" for previous passport, this will tell you to enter the current passport information and you will have to render that passport up with this application. The application will be a DS-82 unless the passport is expired, then it will generate the DS-11. Please submit expired passport and birth certificate for minors.
- B- If you answer "Other", State in the box "In my Possession". This will allow you to hold onto your passport and will generate a DS-11 Application. Please bring this passport to our office so we may make a copy of the Face Page for the State Dept to go in your packet.

**STEP 7:** After you have completed the application, you will come to a 'SUMMARY OF PASSPORT FEES' page. Click on the block for "PASSPORT BOOK FOR \$110.00" and hit NEXT. (***THERE IS NO CHARGE, NO PAYMENT -MILITARY PASSPORTS***)

**ARE FREE THROUGH ANY MILITARY INSTALLATION, THIS BOX MUST BE CHECKED IN ORDER TO CONTINUE WITH THE PROCESSING OF THIS APPLICATION)**

**STEP 8:** You should come to a "Next Steps" summary page. Scroll down to #3 and at the end of that paragraph is a small shaded box. Please click the box stating that you have read and acknowledge the steps contained above.

**STEP 9:** Click on "Create Form". Open the form and then print it out and do not sign the DS 11 or DS 82

**STEP 10:** Bring the UNSIGNED DS-11 OR DS-82 passport application to our office along with the following information on the next page in obtaining passport photos.

CURRENT PROCESSING TIMES ARE 6-8 WEEKS

### **DOCUMENTATION REQUIRED FOR NO-FEE PASSPORTS FOR FAMILY MEMBERS**

- SERVICE MEMBER MUST HAVE SUBMITTED TO OUR OFFICE BOTH THE EFMP FORM DA5888 [FAMILY MEMBER DEPLOYMENT SCREENING SHEET] AND THE DA 4787 [REASSIGNMENT PROCESSING SHEET] TO APPLY FOR PASSPORTS. ALL U.S. CITIZEN FAMILY MEMBERS INCLUDING MINORS ARE REQUIRED TO HAVE NO-FEE PASSPORTS AND MUST APPEAR IN PERSON REGARDLESS OF AGE.
- FAMILY MEMBERS SHOULD HAVE THEIR PHOTOS TAKEN AT BLDG 3162. PHOTO STUDIO OPERATING HOURS ARE MONDAY THRU FRIDAY FROM 0730 - 1130 AND 1300 TO 1500 HRS. PLEASE CALL TO SCHEDULE AN APPOINTMENT. PHONE: 442-4969 / 8538.

**1. THE FOLLOWING DOCUMENTS MUST BE BROUGHT TO THE PASSENGER TRAVEL/FAMILY TRAVEL OFFICE, BLDG 4700 MOW-WAY ROAD, SUITE 107 E.. OUR PASSPORT APPLICATION OFFICE HOURS ARE 0730 TO 1530 HRS MONDAY THRU FRIDAY. FAMILY TRAVEL 580-442-5410 OR 442-4853.**

**A. PASSPORT PHOTOS [4] ...[TO BE TAKEN IN CIVILIAN CLOTHES. LOW CUT, TANK TOPS, OR STRAPLESS SHIRTS THAT GIVES THE BARE SHOULDER APPEARANCE CANNOT BE WORN FOR PHOTOS].**

**B. ORIGINAL STATE CERTIFIED BIRTH CERTIFICATE FROM THE STATE YOU WERE BORN [NOT A HOSPITAL CERTIFICATE] AND/OR PREVIOUS PASSPORTS IF ANY. ***ANY BIRTH CERTIFICATE FROM THE STATES OF CALIFORNIA, COLORADO OR TEXAS WILL NOT BE ACCEPTED BY THE STATE DEPARTMENT IF THEY CONTAIN THE WORD "ABSTRACT". YOU MUST PURCHASE ANOTHER BIRTH CERTIFICATE AND SAVE THE RECEIPT SO YOU MAY FILE ON A TRAVEL VOUCHER UPON ARRIVAL IN COUNTRY.*****

**C. MILITARY ID CARDS FOR ALL DEPENDENTS 16 AND OVER**

**D. CHILDREN 16 AND UNDER WITH A PREVIOUS PASSPORT, MUST SUBMIT BIRTH CERTIFICATE ALONG WITH PASSPORT**

**E. SOCIAL SECURITY CARDS FOR ALL DEPENDENTS**

**F. COPY OF MARRIAGE LICENSE**

**G. ELECTRONIC/ON-LINE PASSPORT APPLICATIONS--UNSIGNED. DS-11 OR DS-82'SF**

**NOTE: ANY PREVIOUS PASSPORTS AND/OR ORIGINAL BIRTH CERTIFICATES AND/OR NATURALIZATION CERTIFICATES "WILL" ACCOMPANY THE PASSPORT APPLICATION TO THE STATE DEPARTMENT. THESE CERTIFICATES AND OLD PASSPORTS WILL BE RETURNED ALONG WITH THE NEW PASSPORT...**

**2. BOTH PARENTS/GUARDIANS: MUST BE PRESENT TO APPLY FOR A MINOR CHILD UNDER THE AGE OF 16 AND MUST BE ABLE TO PRESENT ONE OR MORE OF THE FOLLOWING.**

- A. VALID MILITARY ID CARDS FOR BOTH PARENTS
- B. VALID U.S. OR FOREIGN PASSPORT WITH RECOGNIZABLE PHOTO
- C. NATURALIZATION CERTIFICATE OR CERTIFICATE OF CITIZENSHIP
- D. ALIEN REGISTRATION CARD ISSUED BY THE IMMIGRATION/NATURALIZATION SERVICE.

**3. SINGLE PARENTS: THE PARENT WHO APPEARS IN PERSON MUST SUBMIT DOCUMENTATION TO EXPLAIN THE ABSENCE OF THE OTHER PARENT. ONE PARENT MAY SIGN THE APPLICATION IF HE/SHE CAN PROVIDE ONE OF THE FOLLOWING:**

- A. DEATH CERTIFICATE OF THE OTHER PARENT
- B. **A NOTARIZED** SIGNED STATEMENT FROM THE ABSENT PARENT CONSENTING TO THE ISSUANCE OF A PASSPORT  
FOR A MINOR CHILD. **INCLUDE A PHOTOCOPY OF THE NON-APPLYING PARENT'S ID (FRONT AND BACK WITH THE STATEMENT OF CONSENT)**
- C. THE CHILD'S CERTIFIED BIRTH RECORD WHICH LISTS **ONLY** THE NAME OF THE PARENT MAKING THE APPLICATION FOR THE MINOR CHILD.
- D. THE CHILD'S REPORT/CERTIFICATION OF BIRTH ABROAD WHICH LISTS ONLY THE NAME OF THE PARENT APPLYING
- E. A COURT ORDER GRANTING **SOLE CUSTODY** TO THE PARENT WHO IS MAKING OUT THE APPLICATION AND WHICH  
DOES NOT CONTAIN RESTRICTIONS ON THE MINOR'S TRAVEL
- F. AN ADOPTION DECREE WHICH LISTS THE NAME OF ONLY THE PARENT MAKING THE APPLICATION
- G. A JUDICIAL DECLARATION OF INCOMPETENCE OF THE ABSENT PARENT **IF NONE OF THE ABOVE**

**DOCUMENTATION IS AVAILABLE, THE PARENT WHO IS APPLYING FOR THE PASSPORT MUST SUBMIT A NON-NOTARIZED SIGNED STATEMENT EXPLAINING WHY HE/SHE CANNOT OBTAIN THE CONSENT OF THE ABSENT PARENT. THESE FORMS ARE LOCATED IN OUR OFFICE OR BY VISITING [TRAVEL.STATE.GOV](http://TRAVEL.STATE.GOV)**

**DOCUMENTATION REQUIRED FOR OFFICIAL OR DIPLOMATIC PASSPORTS AND /OR VISA**

1. HAVE PASSPORT/VISA PHOTOS TAKEN AT BLDG 3162 Harvey Road 1<sup>st</sup> Floor at the DA Photo Lab previously known as the Old Welcome Center. PHOTO FACILITY PHONE NUMBERS ARE 580-442-4969 or 442-4994
2. HOURS OF OPERATION ARE: 0730-1130 HRS AND 1300-1500 HRS--MONDAY THROUGH FRIDAY - (NO APPOINTMENT NECESSARY). **NOTE: YOU MUST BE IN A CIVILIAN CLOTHING FROM WAIST UP TO HAVE PHOTOS TAKEN. NO BARE SHOULDERS TO GIVE A BARE-SKINNED APPEARANCE SUCH AS STRAPPED SHIRTS OR TANK TOPS.**
3. BRING THE FOLLOWING DOCUMENTS TO THE PASSENGER TRAVEL OFFICE, BLDG 4700 SUITE 107E, TO APPLY FOR OFFICIAL PASSPORT.
4. PHOTOS—2 FOR PASSPORT BOOK ONLY (4 PHOTOS IF VISA IS REQUIRED per VISA APPLICATION)
  - A. STATE CERTIFIED BIRTH CERTIFICATE [NOT A HOSPITAL CERTIFICATE] OR MOST RECENT PREVIOUS PASSPORT (IF ANY).

**BIRTH CERTIFICATES FROM CALIFORNIA, COLORADO OR TEXAS CANNOT STATE IT IS AN "ABSTRACT" A NEW BIRTH CERTIFICATE MUST BE PURCHASED.**

- B. MILITARY I.D. CARD
  - C. ANY ONE OF THE FOLLOWING: RFO, TCS ORDER, PCS ORDER, MEMORANDUM, OR TASKING LETTER FROM UNIT/OFFICE REQUESTING/REQUIRING OFFICIAL PASSPORT
  - D. ELECTRONIC/ON-LINE PASSPORT APPLICATION (**DS-11 or DS-82**)
5. THE NORMAL TURN-AROUND TIME FOR AN OFFICIAL/DIPLOMATIC PASSPORT IS APPROXIMATELY 4-6 WEEKS. ADD 10 ADDITIONAL DAYS IF A VISA IS ALSO REQUESTED.
6. **NOTE:** IF PASSPORT IS REQUIRED IN LESS THAN **45 DAYS**, THE STATE DEPARTMENT REQUIRES THAT A LETTER REQUESTING EXPEDITE PROCESSING OF PASSPORT ACCOMPANY THE PASSPORT APPLICATION!!! THE TRAVELER, USING THE "CHAIN OF COMMAND" MUST HAVE THE EXPEDITE LETTER SIGNED BY AN O-7 OR ABOVE OR CIVILIAN EQUIVALENT. THE PERSON RESPONSIBLE IN TRAVELER'S CHAIN FOR DRAFTING THE EXPEDITE LETTER, SHOULD CONTACT THE FAMILY TRAVEL OFFICE AT 580-442-4853 OR 442-5410 FOR A SAMPLE "LETTER OF EXPEDITE".

#### **DOCUMENTATION REQUIRED FOR OUT OF STATE FAMILY MEMBERS FOR PASSPORT/VISA**

FOR FURTHER INFORMATION PLEASE CALL THE FORT SILL, OKLAHOMA FAMILY TRAVEL OFFICE AT (580) 442-4853/5410

**1. THE FOLLOWING DOCUMENTS MUST BE BROUGHT TO THE NEAREST PASSPORT AGENCY [ I.E. MILITARY INSTALLATION, PASSPORT OFFICE, COUNTY COURTHOUSE OR POST OFFICE.]**

- A. TWO [2] PASSPORT PHOTOS PER APPLICATION [4] IF NEEDING A VISA
- B. ORIGINAL STATE CERTIFIED BIRTH CERTIFICATE [NOT A HOSPITAL CERTIFICATE] AND/OR PREVIOUS PASSPORTS

**ANY BIRTH CERTIFICATES FROM CALIFORNIA, COLORADO OR TEXAS CANNOT STATE IT IS AN "ABSTRACT". MUST APPLY FOR NEW ONE AND SAVE THE RECEIPT FOR REIMBURSEMENT**

- C. MILITARY ID CARDS FOR ALL DEPENDENTS 16 AND OVER
- D. SOCIAL SECURITY CARDS FOR EACH DEPENDENT

- E. DD FORM 1056 FORMS---ATTACHED.
- F. ELECTRONIC /ON-LINE PASSPORT APPLICATIONS (DS11 OR DS 82)
- G. COPY OF MARRIAGE LICENSE

**2. BOTH PARENTS/GUARDIANS: MUST BE PRESENT TO APPLY FOR A MINOR CHILD UNDER THE AGE OF 16 AND MUST BE ABLE TO PRESENT ONE OR MORE OF THE FOLLOWING:**

- A. VALID MILITARY ID CARDS FOR BOTH PARENTS AND SOCIAL SECURITY CARDS
- B. VALID U.S. OR FOREIGN PASSPORT WITH RECOGNIZABLE PHOTO
- C. NATURALIZATION CERTIFICATE OR CERTIFICATE OF CITIZENSHIP
- D. ALIEN REGISTRATION CARD ISSUED BY THE IMMIGRATION/NATURALIZATION SERVICE.

**3. SINGLE PARENTS: THE PARENT WHO APPEARS IN PERSON MUST SUBMIT DOCUMENTATION TO EXPLAIN THE ABSENCE OF THE OTHER PARENT. ONE PARENT MAY SIGN THE APPLICATION IF HE/SHE CAN PROVIDE ONE OF THE FOLLOWING:**

- A. DEATH CERTIFICATE OF THE OTHER PARENT
- B. A **NOTARIZED** SIGNED STATEMENT FROM THE ABSENT PARENT CONSENTING TO THE ISSUANCE OF A PASSPORT FOR A MINOR CHILD. **INCLUDE A PHOTCOPY OF THE NON-APPLYING PARENT'S ID (FRONT AND BACK WITH THE STATEMENT OF CONSENT).**
- C. THE CHILD'S CERTIFIED BIRTH RECORD WHICH LISTS **ONLY** THE NAME OF THE PARENT MAKING THE APPLICATION FOR THE MINOR.
- D. THE CHILD'S REPORT/CERTIFICATION OF BIRTH ABROAD WHICH LISTS ONLY THE NAME OF THE PARENT APPLYING
- E. A COURT ORDER GRANTING **SOLE CUSTODY** TO THE PARENT WHO IS MAKING OUT THE APPLICATION AND WHICH DOES NOT CONTAIN RESTRICTIONS ON THE MINOR'S TRAVEL.
- F. AN ADOPTION DECREE WHICH LISTS THE NAME OF ONLY THE PARENT MAKING THE APPLICATION
- G. A JUDICIAL DECLARATION OF INCOMPETENCE OF THE ABSENT PARENT

**IF NONE OF THE ABOVE DOCUMENTATION IS AVAILABLE, THE PARENT WHO IS APPLYING FOR THE PASSPORT MUST SUBMIT AN NON-NOTARIZED SIGNED STATEMENT EXPLAINING WHY HE/SHE CANNOT OBTAIN THE CONSENT OF THE ABSENT PARENT.**

**4. ONCE YOU HAVE COMPLETED THE PASSPORT APPLICATION [DSP 11] IN FRONT OF A PASSPORT AGENT, PLEASE ASK PASSPORT AGENT TO FORWARD YOUR PASSPORT APPLICATION AND THE DD 1056'S TO THE FOLLOWING ADDRESS:**

**SPECIAL ISSUANCE AGENCY  
ATTN: MILITARY SUPPORT SECTION  
1111 19TH STREET, NW, SUITE 200  
WASHINGTON, D.C. 20036**

## **APPLICATION FOR PROCEDURES FOR OUT OF STATE APPLICANTS**

**October 2010**

Before going to a Passport Agent, please follow the procedures below for Applying for a Passport.

Step 1: go to: <https://pptform.state.gov/> [don't forget the "s" at the end of the http:]

Step 2: Check the block for the Privacy Statement box, then click "submit"

Step 3: In first section, titled "Apply for a Passport book", scroll to bottom and click "Continue"

Step 4: Fill in the required information for each passport applicant

When you come to the section marked: "Where to mail the Passport to", enter your address

Step 5: After you have completed the application, you will come to a "Fee Summary" page. Disregard this page if applying for a Government Passport. The most you should pay at a post office or court house should be \$30.00. It is free if you apply at a Military Installation [Army, Navy, Air Force, Marine etc.]

Save the receipt and file for reimbursement when you get to your overseas assignment.

Step 6: Click "Submit" and continue with the application

**STEP 7:** After you have completed the application, you will come to a 'SUMMARY OF PASSPORT FEES' page. Click on the block for "PASSPORT BOOK FOR \$110.00" and hit NEXT. This box must be selected in order to continue with the processing of the application (THERE IS NO CHARGE, NO PAYMENT -MILITARY PASSPORTS ARE FREE THROUGH ANY MILITARY INSTALLATION) or \$25.00 - \$30.00 processing fee at Post Offices or County Court Clerks Offices

Step 8: Click on "Create Form" and Open the form and then print

Step 9: Take the Unsigned DS-11 or DS-82 passport application to the office that will be processing your passport.

Please be sure to take the passport photos, your original birth certificate from the state you were born in or a previous passport and additional documents [divorce decree for children you have custody of, parent consent forms, marriage license, etc]

Please save all receipts for photos, processing fees, etc. The Government will reimburse you once you arrive at your overseas assignment and file a travel voucher through the finance office.

**FOR FURTHER INFORMATION PLEASE CALL THE FAMILY TRAVEL OFFICE AT (580) 442-4853/5410**